

MADERA COUNTY

ASSISTANT COUNTY ENGINEER

DEFINITION

Under administrative direction, to assist with planning, directing, managing, and overseeing the programs, functions, and operations of the Engineering Department; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, directing, managing, and overseeing the functions, programs, and operations of the Engineering Department; selects, directs, supervises, trains, and evaluates assigned staff; assists with the development and administration of assigned budgets, preparation of budget requests, and control of expenditures; represents the Engineering Department to the public, community organizations, and other government agencies; assists in the oversight of and participates in the development and implementation of Engineering Department goals, objectives, policies, and priorities; interprets and explains Engineering Department programs, policies, and activities; assesses and recommends solutions to complex problems affecting Department operations and functions; assists with the administration of building inspections, building codes, and building safety; reviews plans and specifications submitted by private engineering firms; coordinates engineering functions with other departments and organizations; conducts public information activities; coordinates Department computer operations; inspects projects in the field; participates on a variety of boards, committees, and commissions; attends and participates in professional group meetings; oversees the preparation of and prepares reports and presentations on assigned functions and activities; assists with management and operation of water and sewer systems; serves as County Engineer and Surveyor upon the request or absence of the County Engineer and Surveyor.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of an engineering program.

Principles and techniques of management and program administration.

Principles and practices of supervision, training, and performance evaluation.

Principles, practices, and methods of civil engineering as applied to County projects, service areas, and special districts.

Duties and responsibilities of a County Surveyor.

Engineering principles and practices as applied to the design, construction, and development of County facilities.

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations relating to engineering functions, building inspection, special districts, water, solid waste, wastewater, County service areas, land surveying, and subdividing.

Proper inspection methods and procedures.

Principles and practices of budget development, preparation, and expenditure control.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Assist with planning, directing, managing, and overseeing the functions of the Engineering Department.

Assist with formulating and implementing County-wide inspection and service programs.

Perform detailed and exacting professional engineering work.

Supervise, train, and evaluate the work of assigned staff.

Serve as a technical advisor for engineering problems.

Assist with the development and preparation of an assigned budget and control of expenditures.

Assist with management of Special Districts (water and sewer) and development of Capital Improvement Plans and construction (project) management.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Prepare and present accurate and comprehensive reports and recommendations.

Effectively represent the County's Engineering Department with the public, community organizations, and other government agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible experience in broad-based professional engineering work including at least one year in a management or supervisory position.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

License or Certificate:

Possession of valid registration as a Civil Engineer issued by the State Board of Registration for Professional Engineers.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 25 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: August, 1999